

# HR Generalist

## Personnel Analyst III

Agency Name: **Dept. of Public Utilities**  
Official Title: **Personnel Analyst III**  
Functional Title: **HR Generalist**  
Occupational Group: **Personnel**  
Position Type: **Civil Service**  
Full-Time or Part-Time: **Full-Time**  
Salary Range: **\$56,060.94 to \$80,824.90 Annually**  
Bargaining Unit: **06**  
Shift: **Day**  
Confidential: **No**  
Number Of Vacancies: **1**  
City/Town: **Boston**  
Region: **BOSTON**  
Facility Location: **One South Station, Boston, MA 02110**  
Application Deadline: **02-08-2013**  
Apply Online: **No**  
Posting ID: **J33981**

***This position is funded from trust funds collected from various sources.***

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### Duties:

The Department of Public Utilities (DPU) is responsible for oversight of investor-owned electric power, natural gas, and water utilities in the Commonwealth; developing alternatives to traditional regulation; monitoring service quality; regulating safety in the transportation and gas pipeline areas; and for the siting of energy facilities. The mission of the Department is to ensure that utility consumers are provided with the most reliable service at the lowest possible cost; to protect the public safety from transportation and gas pipeline related accidents; to oversee the energy facilities siting process; and to ensure that residential ratepayers' rights are protected.

The responsibilities of the Personnel Analyst are to develop and implement an efficient system of control for planning, program development and implementation, communication and coordination, accountability, and monitoring and evaluation of personnel, benefits and payroll services. The Personnel Analyst will play a critical role in ensuring DPU's human resources needs are met.

The Department began using the HRCMS Self-Service Time and Attendance (SSTA) module in November 2012. This means that each employee will enter his/her own time directly into HR/CMS with supervisors approving time in the payroll system (therefore entering and verifying time and attendance exceptions on a weekly basis for assigned units thereafter will become minimal).

- A Manage agency personnel functions including HR/CMS (PeopleSoft), hiring, terminations, retirement, personnel manuals, policies and procedures, union and management regulations.
- Manage agency human resources functions including, but not limited to,
  - o FMLA,
  - o sick leave bank,
  - o volunteer services program,

- o employee charitable campaign,
- o performance reviews,
- o pre-tax benefits,
- o ethics rules and regulations and
- o Executive Orders.
- Manage agency time and attendance including Self Service Time and Attendance.
- Manage agency payroll functions including HR/CMS, Labor Cost Management (LCM)
- union and management payroll changes,
- oemployee reimbursements,
- oPayInfo,
- oreports and records
- Manage agency temporary employees including time approval and records
- Training coordinator including both mandatory and other courses offered on the PACE system as well as other training opportunities.
- Design and provide in-house trainings as needed.
- GIC Coordinator including knowledge of the MAGIC system,
- Processes employee injury reports and manage workers compensation;
- GIC benefits and annual enrollment tasks
- Develop data information warehouse reports as needed.
- Monitors civil service and bargaining unit requirements pertinent to each vacancy and ensures that any civil service lists,
- recall lists (agency and NAGE statewide),
- reemployment and transfer lists are considered appropriately before any position is posted.
- reviews resumes and applications for employment;
- posts jobs to the Commonwealth Employment Opportunities (CEO) website
- enters Notice of Intent (NIH) entries in the NIH system
- processes and submits internal posting and hiring paperwork
- monitors completion of non-management performance evaluations for non-managers; and Updates agency organizational charts.
- Prepares required paperwork for hiring managers when requesting a position.
- Identifies and, if needed, requests a vacant position and posts jobs on the CEO website.
- Together with the DPU Diversity Officer, reviews resumes and applications for employment by verifying minimum entrance requirements and qualifications of the applicants for the vacant position.
- Prepares Applicant Sheet and forwards resumes to the hiring manager for interviewing and selection.
- Prepares required paperwork for hiring selected applicants.
- Upon agency and Secretariat approval to hire, submits NIH to the Secretariat and the Human Resources Division.
- Prepares employment offer letters.
- Updates agency organizational charts on a regular basis.
- Processes creditable service requests for review and approval/denial by the HR Director.
- As assigned, calculates and forwards recommendation on new hire salaries based on comparable years' experience.
- Maintains spreadsheet used to track completion and compliance by each DPU Division on the completion of Employee Performance Review System (EPRS) and Positions Descriptions (Form 30s).
- Sends reminders to hiring managers about starting EPRS within 10 days of hire.
- Tracks and informs hiring managers of probationary period end dates for all bargaining unit new hires
- provides regular updates regarding HR Operations and Requirement Programs
- Ensures that all Form 30s and Management Questionnaires are updated and available on the Shared HR Drive and are easy to locate.
- Identify business process improvement opportunities and implementation strategies and initiate appropriate action;
- Ensure collaborative problem solving and decision-making processes are utilized to maximize effectiveness and to prioritize service;

- Serve as a backup on employment and staffing matters;
- Participate in other HR projects as needed; and perform related work as required.
- Other duties as assigned.

## **Qualifications:**

### MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional or paraprofessional experience in personnel work, the major duties of which included classification, staffing, job analysis and/or job evaluation, (B) of which at least two years must have been in a professional capacity, and (C) of which at least one year must have been in a supervisory, administrative, or managerial capacity; or (D) any equivalent combination of the required experience and the substitutions below.

### Substitutions:

I. An Associate's degree may be substituted for a maximum of one year of the required (A) experience.

II. A Bachelor's degree or higher may be substituted for a maximum of two years of the required (A) experience.

\*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitution will be allowed for the required (B) or (C) experience.

SPECIAL REQUIREMENTS: Based on assignment possession of a current and valid Massachusetts Class D Motor Vehicle Operator's License may be required.

## **Comments:**

This is a Civil Service position. If there is no civil service list for this title, employees appointed must take and pass the next Civil Service examination when administered.  
Salary is commensurate with experience.

## **How To Apply:**

Please submit your cover letter and resume to:

Wesley Layne  
Human Resources Director  
Department of Public Utilities  
One South Station  
Boston, MA 02110

Fax: (617) 478-0874  
Email: DPU-HR@State.MA.US

To ensure consideration, resume and cover letter must be postmarked by midnight on the deadline date. Please reference posting number on all correspondence.

Help our environment by not mailing and faxing your cover letter and resume if you have submitted your materials by email. Thank you!

**Agency Web Address:**

[www.mass.gov/dpu](http://www.mass.gov/dpu)

**Diversity Officer:**

Wesley Layne (617) 305-3636 or wesley.layne@state.ma.us

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.